

# St. Stephen City Council Agenda – August 7, 2024



Call to Order: 6:30 PM

Pledge of Allegiance

Approval of Agenda

Approval of the July Meeting Minutes

Finances

Reading of Claims

Reading of Receipts

Treasurer's Report

Land Split- Re-zone Public Meeting 7:00 p.m.

Petitions, Requests and Communication

Jared Johnson – Albany Mutual Telephone

Ed Peterzell – Re- Zone Request

St. Stephen Fire & Rescue

Relief Association

Emergency Management

Reports

Road & Bridge

Planning Commission

Variance Request- Josh and Cassie Markgraf

Personnel

Clerk- Resignation

Health Committee

Sheriff's Report

Unfinished Business

East Crest Development

White Oaks Country Estates

National Night Out

Attorney Letter Response

Fire Department - 75 Anniversary Event

Truck Bids

New Business

November Council and Election Results Canvassing Meeting

Resolution #08072024 Lawful Gambling Premises Permit

Miscellaneous Announcements

Sportsman's Club

2024 publication dates as follows: Aug. 16, Sept. 6 & 20, Oct. 4 & 18, Nov. 1 & 15, and Dec. 6 & 20.

Meeting Adjourned

2 6<sup>th</sup> Avenue SE  
St. Stephen, MN 56375  
320-251-0964

## CITY OFFICIALS

Lisa Marvin  
Mayor

Gene Skaj  
Council Member

Danita Traut  
Council Member

Steve Trobec  
Council Member

Tom Vouk  
Council Member

Kurt Niemeyer  
Treasurer

Dayna D. Then  
City Clerk

Website:  
[cityofststephen.com](http://cityofststephen.com)

*This agenda has been prepared to provide information regarding an upcoming meeting of the St. Stephen City Council. This document does not claim to be complete and is subject to change at any time.*

**MINUTES**  
**ST. STEPHEN CITY COUNCIL**  
**July 3, 2024**

CALL TO ORDER: 6:31 P.M.

PLEDGE OF ALLEGIANCE: Led by Lisa Marvin

MEMBERS PRESENT: Lisa Marvin – Mayor, Gene Skaj, Danita Traut, Steve Trobec, and Thomas Vouk, Council.

ALSO PRESENT: Dayna Then, City Clerk.

GUESTS: Deputy Meland, Stearns Co. Sherriff's Dept., Ken Lahr, Bob Hlebian, Jared Johnson, Albany Communications, Linda Janssen, St. Stephen Lions and Amanda Hawkins

APPROVAL OF AGENDA: Motion was made by Steve Trobec, seconded by Danita Traut to approve the agenda. All in favor, motion carried.

MEETING MINUTES: The June meeting minutes were reviewed. A motion was made by Gene Skaj, seconded by Danita Traut to approve the meeting minutes. All in favor, motion carried.

READING OF THE CLAIMS: Claims were reviewed. A motion was made by Danita Traut, seconded by Gene Skaj to approve the claims. All in favor, motion carried.

READING OF RECEIPTS: Receipts were reviewed. A motion was made by Steve Trobec, seconded by Tom Vouk to approve the receipts. All in favor, motion carried.

TREASURER'S REPORT: For the period: 5/1/2024 to 5/31/2024

Beginning Balance	\$1,815,711.71
Total Receipts	\$383.76
Total Disbursed	\$54,074.65
Ending Balance	\$1,762,020.82
Less Deposits in Transit	\$0.00
Plus Outstanding Checks	\$7,832.03
<b>Total Per Bank Statement</b>	<b>\$1,769,852.85</b>

Dayna read to the council the submitted report provided by Kurt in his absence. Kurt reported that there is still a balance of \$10,780.21 that could be used towards the SLFRF reimbursement. Kurt will have the 2024 YTD budget numbers for the council to review at the next meeting. A motion was made by Gene Skaj, seconded by Steve Trobec to approve the treasurer's report. All in favor, motion carried.

PETITIONS, REQUESTS AND COMMUNICATIONS:

Jared Johnson from Albany Mutual Telephone presented to the council a site plan map of two options to be reviews to set the substation building. Lisa asked the council members to review each plan at the site location and to bring back their opinion at the next meeting for further discussion.

Edward Peternell presented to the council a request to have his farm re-zoned for the purpose of having the portion of his farm that is in city limits to be transferred to be in township due to his desire to have farm animals. Edward feels that the city ordinance does not allow him to have the number of animals he would like and also feels a farm does not belong within the city. After some discussion it was decided that this should be reviewed by the city attorney.

**PETITIONS, REQUESTS AND COMMUNICATIONS CONTINUED:**

Linda Janssen from the St. Stephen Lions asked that the board consider approval of the October 12<sup>th</sup> Gambling permit for a gun raffle to be held at Trobec's. A motion was made by Gene Skaj, seconded by Danita Traut to approve the gambling permit. All in Favor, motion carried.

**RELIEF ASSOCIATION:** Gene reported that the audit has been completed.

**ST. STEPHEN FIRE & RESCUE:** Gene Skaj reported that there were 14 calls in June for a total of 61 calls in 2024. Training will consist of NFPA Fit Test, bloodborne pathogens and Right to Know.

**EMERGENCY MANAGEMENT:** None

**REPORTS OF BOARDS AND COMMITTEES:**

**Road and Bridge:** Bob reported that the end of 1<sup>st</sup> and 2<sup>nd</sup> Street needs fill and there are some trees that need to be trimmed back by the Trobec's Addition. Bobby suggested that if the city had a trimmer, he could do the trimming. Bobby presented a quote from Powerhouse Outdoors for a pole pruner in the amount of \$423.98. A motion was made by Tom Vouk, seconded by Gene Skaj to approve the purchase of the pruner. All in favor, motion carried.

**Planning Commission:** Amanda reported that at the last planning meeting the minimum lot size requirement and chicken ordinance was tabled until the next meeting and a land split application was reviewed and suggested by the board to move forward for approval as well as an inquiry for direction on the number of approved farm animals. The Land Split Public Hearing was set for the August 7<sup>th</sup> council meeting at 7:00 p.m. for review.

**Park:** Ken Lahr reported that that he will need to dispose of some brush possibly at the City of Rice compost site but there will be a fee. The scoreboard at the ballfield has started to fall down and will be taken down and disposed of.

**Personnel:** None

**Health Committee:** Lisa reported that she will be setting up an inspection of the city grounds for noxious weeds.

**Clerks Report:**

**Appointment of Election Judges-** A motion was made by Gene Skaj, seconded by Danita Traut to approve Resolution No. 07032024 approving the appointed election judges for the 2024 election. All in favor, motion carried.

**SHERIFF'S REPORT:** Deputy Meland reported that there was 34 contracted hours worked last month. Meland reported that there was 16 traffic stops made, parking violation and a medical. The contract renewal for services with the county is up for renewal and will be reviewed at the August budget meeting.

**UNFINISHED BUSINESS:**

**White Oak County Estates:** None

**East Crest Development:** None

**St. Stephen City Council Minutes**

**July 3, 2024**

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UNFINISHED BUSINESS CONTINUED:

**National Night Out:** Danita gave an update of the plans that are in progress and reported that the planning group will be meeting July 11<sup>th</sup> @ 6:30 at the Lion's Shelter for further planning on the event.

**Fire Department 75<sup>th</sup> Anniversary Event:** Lisa reported that the next planning meeting will be Wednesday the 12<sup>th</sup> at 6:00 pm. Continued planning is being done to raise funds such as a sponsorship donation and silent auctions.

**Follow Up Attorney Response:** None

**Plow Truck Bids:** Researching more bids, tabled to the next months meeting.

NEW BUSINESS:

**Resolution Accepting Donations:** A motion was made by Tom Vouk, seconded by Danita Traut to approve the resolution # 07032024-1 accepting donation of \$5,000.00 from the St. Stephen Fire Department Relief Assoc Fund to the 75<sup>th</sup> Anniversary Event Fund. Vouk and Traut in favor, Gene Skaj and Steve Trobec abstained, motion carried.

A motion was made by Danita Traut, seconded by Steve Trobec to approve the resolution # 07032024 accepting donation of \$5,000.00 from the St. Stephen Fire Department Relief Assoc Fund to the equipment Fund. All in favor, motion carried.

MISCELLANEOUS ANNOUNCEMENTS:

**St. Stephen Sportsmen's Club:** None

**Newsleader deadline dates:** July 5 & 19, Aug. 2 & 16, Sept. 6 & 20, Oct.4 & 18, Nov. 1 & 15, and Dec. 6 & 20.

**ADJOURNMENT:** A motion was made by Danita Traut, seconded by Gene Skaj, to adjourn the meeting. Meeting adjourned at 8:03 p.m.

Respectfully submitted,

  
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Dayna D. Then, City Clerk

  
\_\_\_\_\_  
Lisa Marvin, City Mayor

City of St. Stephen  
Stearns County  
State of Minnesota  
RESOLUTION NO. 08072024

**A RESOLUTION APPROVING A LAWFUL GAMBLING PREMISES PERMIT**

**WHEREAS**, the City Council of the City of St. Stephen allows gambling licenses to be issued within the city;

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. STEPHEN, MINNESOTA AS FOLLOWS:

That the Husker Athletic Booster Club request for a premises permit at The Rusty Nail, 4 Central Ave South, St. Stephen, Minnesota, hereby be approved.

**Passed by the City Council of St. Stephen, Minnesota this 7th day of August, 2024.**

CITY OF ST. STEPHEN.

  
\_\_\_\_\_  
Lisa Marvin, Mayor

ATTEST:

  
\_\_\_\_\_  
Dayna D. Then, City Clerk